

State of California
Business, Consumer Services and Housing Agency
California Department of Housing and Community Development
DUTY STATEMENT

Division: Directors Office
Unit: Executive Administration
Position Number: 401-103-5157-003 (PS 1083)
Classification: Staff Services Analyst
Working Title: Administrative Support Analyst
Location: Sacramento, Headquarters
Incumbent: Vacant
Effective Date: TBD

Department Statement: You are a valued member of the Department's team. You are expected to work cooperatively with team members and others to enable the Department to provide the highest level of service possible. Your creativity and ingenuity are encouraged. Your efforts to maintain regular attendance and treat others fairly, honestly, and with respect are critical to the success of the Department's mission.

Job Summary: Under the direct supervision of the Staff Services Manager I (SSM I), within the Directors Office (DO), the Staff Service Analyst (SSA) will assist with a variety of consultative and analytical assignments for executive staff, the Director and Chief Deputy Director (CDD). This position requires independence and open communication while dealing with a wide diversity of complex, sensitive, or confidential department issues.

% of Time	Essential Functions:
40%	Provides administrative assistance to the Director through day to day operations support. Ongoing daily management of the Director's schedule and calendar. Researches, analyzes, and initiates new projects until they are implemented. Analyzes information submitted or received by internal divisions and external stakeholders. Reviews and makes recommendations for analyses, directives, stakeholder management, risk management and mitigation and other materials associated with daily operations and/or special projects.—The incumbent will be required to reason logically and utilize a variety of analytical techniques to develop and evaluate solutions, alternatives; analyze data and present ideas and information effectively both orally and in writing. The incumbent will collaborate, consult with, and advise administrators or other interested parties on a wide variety of subject-matter areas during the course of departmental day-to-day operations. The incumbent will be required to rely on customer service, teamwork and professionalism to gain and maintain the confidence and cooperation of those contacted during the course of work.

20%	Coordinate with business services and/or information technology to plan, organize, and coordinate meetings including but not limited to securing and reserving meeting locations; ensuring appropriate room set-up; scheduling and testing audio/visual equipment such as web streaming and captioning services; and coordinating requests for Americans with Disabilities Act services, creating meeting agendas; coordinating the release and publication of agendas (SharePoint) and providing administrative support during meetings. Incumbent will also attend meetings, take notes and carry out analytical duties for the CDD and/or Director. The incumbent will also assist with the logistics and set up of travel related to the Director and Chief Deputy Director as required.
20%	Reviews and provides recommendations to DO staff by independently gathering and researching data, participating in meetings, and overseeing correspondence including but not limited to Governor's Office Action Requests (GOAR). Working as part of a team, coordinate with the staff assigned to manage the HCD Director approvals tracking system that includes appropriate response times, and independently route to appropriate staff for responses. Review and analyze Week Ahead Report (WAR) submissions from program staff, make recommendations for submissions to the weekly WAR to Business, Consumer Services, and Housing Agency. Review and analyze the Month Ahead Report submissions from program staff.
15%	Work as part of the executive office team, provide high-level support to DO staff and other departmental programs on administrative matters by analyzing, researching and interpreting policies and procedures; developing and maintaining reports and logs; representing DO staff at meetings, developing analysis and recommendations to ensure accurate and consistent interpretation and application of departmental and State guidelines laws and policies. Analyze a wide variety of special projects for the Director, CDD, and SSM I and SSM II. Prepare reports to streamline and align with the Department's strategic goals.
% of Time	Marginal Functions:
5%	Act as a backup to the Executive Secretary.

Special Requirements: (Define all that apply)

Travel: Up to 5% overnight travel throughout the state may be required.

Supervision Exercised: None

Conflict of Interest (COI): None

Background Check: None

Live Scan: None

Bilingual, specify language: None

License/Certification: None

Medical Clearance: None

Other, please specify: None

Physical Requirements: The position requires the ability to sit, stand, read, communicate, and work on a computer for extended periods of time.

Working Conditions: The incumbent works in an office setting. Air conditioned, high-rise building with elevator access, cubicle or office with natural and artificial lighting.

Administrative Responsibility: The incumbent advises Executive leadership on both specific and general policy issues affecting Departmental programs and will support the Department's capacity to manage programs in support of the Department's mission and policies.

Personal Contacts: The incumbent confers regularly with federal, state and local government agencies, project sponsors, private and public lenders, and interest groups, as authorized by the Division management.

Consequence of Error: This position has responsibility to help ensure that principles and practices are carried out and implemented in accordance with the Department's mission, policies and procedures, as well as federal and state laws. It is the employee's responsibility to ensure timely, complete, and accurate data is maintained in accordance with these policies, procedures, and laws.

Diversity, Equity, and Inclusion: All employees at HCD are expected to uphold the values of diversity, equity, and inclusion (DEI) which includes being committed to fostering an environment in which employees for a variety of backgrounds, cultures, and personal experiences feel welcomed and can thrive. Staff are expected to be respectful of differences, treat other with respect, encourage others to participate, foster innovations, and stay committed to all DEI efforts in the workplace.

Equal Employment Opportunity: All HCD employees are expected to conduct themselves in a professional manner that demonstrates respect for all employees and others they come in contact with during work hours, during work-related activities, and anytime they represent the Department. Additionally, all HCD employees are responsible for promoting a safe and secure work environment, free from discrimination, harassment, inappropriate conduct, or retaliation.

I have read and understand the duties and requirements listed above and am able to perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation may be necessary, or if unsure of a need for reasonable accommodation, inform the hiring supervisor.)

Employee Name: _____

Date: _____

Employee Signature: _____

I certify this duty statement represents an accurate description of the essential functions of this position. I have discussed the duties and have provided a copy of this duty statement to the employee named above.

Supervisor Name: _____ Date: _____

Supervisor Signature: _____

*Please return the signed original duty statement to the Human Resources Branch to be filed in the Official Personnel File.